

APPENDIX 6

GLOSSARY

GLOSSARY	
Author	The individual tasked by the Proponent Office to document the procedure. The author's name is printed on the cover page of the final QMS document.
Authorizing Authority	The Management Representative or member of the Management Team who authorizes development of the QMS document. The printed name and signature of the Authorizing Authority are placed on the cover page of the final QMS document.
Approving Authority	The Chief of the Proponent Office for the procedure, who approves procedure development and documentation, with the concurrence of the Management Representative. The printed name and signature of the Approving Authority are placed on the cover page of the final QMS document.
ACM	Account Manager - The primary point of contact for a customer that is not an installation and serves as an advocate to communicate customer needs to District staff. Works with the account team to develop, maintain, and implement the Account Management Plan.
ACWF	Army Capital Working Fund
A-E	Architect-Engineer - Consulting Firms and their Subcontractors - A vendor hired by the District to provide architectural-engineering services requiring professional and/or architectural license, as defined by state regulatory agencies and laws.
AERC	A-E Responsibility Coordinator - The individual who coordinates the A-E Responsibility Management Program.
AERMP	A-E Responsibility Management Program
AERRB	A-E Responsibility Review Board
AFFH	Air Force Family Housing
AFH	Army Family Housing
AR	Army Regulation
ARMS	Automated Review Management System
ASM	Acquisition Strategy Meeting - Meeting where the acquisition methods are defined, usually prior to execution of the contract.
BCE	Base Civil Engineer
BCOE	Biddability, Constructibility, Operability, and Environmental
BRAC	Base Realignment and Closure
Change Order	Any procurement action that changes planned construction by replacement or addition. Usually these are modifications to the original construction contracts, but within the context of the AERMP, construction changes may be new contracts, supplemental agreements, purchase orders, etc.
CAP	Continuing Authorities Program - Six legislative authorities under which the Secretary of the Army, acting through the Chief of Engineers, is authorized to plan, design, and construct certain types of water resources improvements without specific Congressional authorization. The following three authorities are done in Sacramento District: a. Section 14, Flood Control Act of 1946 (PL 79-526), as amended (Emergency streambank and shoreline erosion protection for public facilities and services); b. Section 205, Flood Control Act of 1948 (PL 80-858), as amended (Flood Control) ; c. Section 208, Flood Control Act of 1954 (PL 83-780), as amended, originally Section 2, Flood Control Act of August 28, 1937 (PL 75-406) (Snagging and clearing for flood control).
CEFMS	Corps of Engineers Financial Management System
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CG	Construction General

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Contract	Any agreement between ED and a customer (internal or external) that contain the essential ingredients of a contract: scope of product or service, quality requirements and expectations, costs, budgets, and schedules and performance measurement criteria. In some situations, the contract may be any document that defines these essential ingredients. The agreement represents a commitment by ED.
C-O or Con-Ops	Construction – Operations Division
COE or Corps	Army Corps of Engineers (See USACE also)
COR	Contracting Officer Representative - A representative of the Contracting Officer whom has the authority to administer a contract in accordance with the contract terms, as described in their letter of authority.
Corrective Action	Action taken to eliminate the causes of an existing nonconformity in order to prevent recurrence.
Customer	The owner, client, user, Project Manager (PM), beneficiary, or any entity or representative of an entity which (who) buys the services or product of Engineering Division (ED) through a contract. ED-s customers are generally PM for Sacramento and other District offices, Construction-Operations Divisions within SPD boundaries, Contracting Divisions, Office of Counsel, Planning Division, installation project representatives, Support for Others site managers and local planners.
CW	Civil Works - Any nonmilitary or non-HTRW funded projects (typically navigation or flood control related projects).
DA	Design Analysis
DBOF	Defense Business Operating Funds
DERP	Defense Environmental Restoration Program
DES	Design Execution Summary - A document generally used for Military Work, developed for the PM/PE by the Design Team to summarize the budget and schedule for producing a product. It identifies the Design Team, the Design Review Team, the budget for each design discipline for each phase of the design, other costs (i.e. travel, reproduction, interior design, geotechnical, topography, reviews, etc.), and a schedule broken into calendar days from design start to construction award. The PM/PE may include the DES in the project QCP.
Design	The process of (1) developing the analysis that defines the required technical systems (e.g., geotechnical, architectural, structural, mechanical, electrical, and hydraulic) which will be utilized, (2) producing the technical portions of the construction contract documents (i.e. drawings, specifications, DA, and construction cost estimate.)
Design Deficiency	A condition in the designs, drawings, specifications, or other services (nonconforming product) furnished by the designer necessitating corrective action and/or usually resulting in additional cost to the government. These may be conditions that fail to meet customer requirements, specified requirements of the A-E Design Guide, or lack the design quality expected to be produced by ED staff and/or the customer. (The expected level of professionalism is defined in QMP).
DDCO	Design Deficiency Change Order - A change order that the Construction Division attributes to a possible design deficiency without regard to design responsibility (i.e., A-E, in house, another COE FOA, or other) and for which there are usually additional construction costs.
DEH	Director of Engineering and Housing
DETS	Directorate of Engineering and Technical Services (SPD)
DLA	Defense Logistics Agency
DM	Design Memoranda
DPW	Department of Public Works
E&D	Engineering and Design

GLOSSARY	
EA	Environmental Assessment
EC	Engineer Circular
ECAS	Environmental Compliance Assessment Systems
ECIFP	Engineering Considerations and Instructions for Field Personnel
ECIP	Energy Conservation Investment Program
ED	Engineering Division
ED-C	Engineering Division, Cost Engineering Branch
ED-D	Engineering Division, Civil Design Branch
ED-E	Engineering Division, Environmental Engineering Branch
ED-G	Engineering Division, Geotechnical Branch
ED-M	Engineering Division, Military Design Branch
EDIS	Engineering Division Information System
EDM	Engineering Division Memorandum
Effective Date	The date the procedure is signed by the Approving Authority and implementation begins.
EIRS	Engineering Improvement Recommendation System – EIRS Bulletin is part of the Information Feedback System. EIRS Bulletin is used to expedite Corps wide distribution of information regarding engineering and design problems. HQUSACE reports ENG Form 3078 follow-up actions in EIRS Bulletin.
EIS	Environmental Impact Statement
EP	Engineer Pamphlet
EPA	Environmental Protection Agency
EQM	Engineering Quality Manual
EQP	Engineer Quality Procedure
ER	Engineer Regulation
ETL	Engineer Technical Letter
FAR	Federal Acquisition Regulation
FUDS	Formerly Used Defense Sites
FWI	Funded Work Item - An agreement established between the Project Manager and an executing District office, generally at the section level. The FWI is usually general in scope (identify the project phase to be accomplished), identifies a specific period of performance, and serves as the umbrella for PR&C in CEFMS.
GI	General Investigation/Study
GIS	Geographic Information Systems
HR	Human Resources
HTRW	Hazardous, Toxic, and Radioactive Waste
IDP	Individual Development Plan– a career plan for a federal employee
IPM	Installation Project Manager - Primary point of contact for an installation and serves as an advocate to communicate customer needs to District staff. Works with the account team to develop, maintain, and implement the Account Management Plan.
IRP	Installation Restoration Program
ISO	"ISO" is a word, derived from the Greek isos, meaning "equal", chosen as the short name of the International Organization for Standards based in Geneva, Switzerland. It was chosen to avoid multiple acronyms resulting from the translation of "International Organization for Standardization" into the different national languages of members.
ITR	Independent Technical Review
ITRT	Independent Technical Review Team

GLOSSARY	
JOC	Job Order Contract - An expedited construction procurement method that requires limited ED effort to facilitate construction start.
LAN	Local Area Network (A.K.A. NT O/S Servers)
LL	Lessons Learned - Reflect experiences, recognized potential problems, or better business practices. LL help: (1) Prevent the recurrence of repetitive design/construction deficiency. (2) Warn of faulty design requirements/criteria. (3) Clarify interpretation of guide specifications or standards. (4) Reduce the potential for mistakes in high risk/probability areas of concern. (5) Pass on information specific to an installation or project. (6) Promote a good work practice.
Liability	A determination by the Contracting Officer (CO) arising out of performance deficiency attributable to negligence by the A-E or In-House Designer. A liability case is created when the CO issues a demand to an A-E for payment of damages arising out of performance deficiency and is closed when payment is received, or when the CO issues notice to the A-E that the government claim is dropped.
Map Files	The location for storage of projects As-Built/As-Constructed drawings and specifications, original design analysis, and other information.
MARKS	Modern Army Recordkeeping System
MCA	Military Construction Army
MCAF	Military Construction Air Force
MCAR	Military Construction Army Reserve
MR	Management Representative - Chair of the Management Team identified by CESP-K-ED MEMORANDUM, SUBJECT: Letter of Appointments. Management Representative is vested with full responsibility for implementation of the QMS, together with the appropriate level of authority to ensure its continuing effectiveness.
MT	Management Team - An ED team which establishes and maintains the ED QMS. The Management Team shall consist of the Chief, ED, all ED Branch Chiefs, and the ISO 9001 Project Manager. Members are identified by CESP-K-ED MEMORANDUM, SUBJECT: Letter of Appointments.
Nonconforming Product	A product that does not conform to specified requirements. Nonconformance can result from one of the following: Design Deficiency Errors in guidance or criteria.
O&M	Operations and Maintenance - 1) C-O Division's operation at lakes and reservoirs; 2) Project funded by Operations and Maintenance funds
OMA	Operations and Maintenance Army
OMAF	Operation and Maintenance Air Force
PDA	Planning and Design Analysis - A small project falling under Section 14 and Section 208 continuing authorities projects.
Preventative Action	Action taken to eliminate the cause(s) of a potential nonconformity in order to prevent occurrence.
PE	Project Engineer - An engineer not in PPMD assigned to manage a project or program from the inception through completion and serve as IPM or ACM. See PM.
PG	Project Geologist - A geologist not in PPMD assigned to manage a project or program from the inception through completion and serve as IPM or ACM. See PM.
PI	Performance Indicator - Statistical or qualitative measure of accomplishment used to compare performance to a previously established plan or target.

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PM	Project Manager - The individual in PPMD assigned to manage a project or program from the inception through completion and serve as IPM or ACM. The PM is the leader of the Project Team. The PM has the responsibility for the development of the PMP, which will include the project QCP.
Program Manager	The Program Manager maintains a program level focus managing funding considerations and policies. Programs include many installations or accounts that have a consistent funding type. Each program has special funding considerations and policies that must be followed regardless of project location. The Program Manager ensures fiscal and policy requirements are implemented for that program.
PMBP	Project Management Business Process - An integration of many detailed processes by within each Corps District that describes how all work is to be executed within defined boundaries set by the PMBP Teams and the Division and District Commanders.
PMP	Project Management Plan - The detailed, specific plan, used to manage and control the delivery of a project from its inception to completion. The document describes the scope, roles and responsibilities, customer requirements and expectations, costs, budgets, schedules, and performance measurement criteria for a project. It also contains other facets of the project execution plan such as a Quality Control Plan, safety and security requirements, and other ancillary features. The PM and the Project Team develop the PMP. See ER 5-1-11 for a full definition of PMP.
PO	Proponent Office - The Branch/Section assigned responsibility for developing or revising a procedure.
POS	Plan of Study
PPMD	Programs and Project Management Division
PR&C	Purchase Requests and Certifications - A funding agreement established between the PM/PE and Section Chief or project TM that includes agreed amounts of funding for the tasks to be performed.
Product	Any deliverable resulting from our activities or processes. These include special studies, design memoranda, drawings, specifications, environmental documents (EA and EIS), design analysis, cost estimates, permit applications, and other project review submittal documents.
Project Folder	A folder or group of folders generated for each project. The project folder contains such items as correspondence, specifications with amendments, DA, cost estimates, funding documentation, technical evaluations, review comments, approval documents and any other item identified in AR 25-400-2, The Modern Army Recordkeeping System (MARKS) as appropriate.
PSP	Project Study Plan - The management plan of a Civil Works Study that covers project scope, schedule, and budget, and includes a technical analysis, recommendations, and documentation. The project team under the leadership of the project manager prepares the PSP. This process should ensure that each organization that provides a technical service can meet the technical requirements of the project within the defined scope, schedule, and budget. The PSP represents the initial plan to execute the next phase of the project.
PT	Project Team - The PM/PE and Section/Branch Chiefs make initial determination of project work group assignment based on proposed initial schedule and resource plan. Section Chiefs assign team members to the PT, which may include designers, geotechnical engineers, specification writers, estimators, and ITRT. The PT reviews the initial scope, schedule and resource plan to refine and develop a detailed scope, unconstrained Work Breakdown Structure schedule and resource plan.
Quality	The word quality has three major meanings and is usually defined by the customer: (1) those product features which respond to customer needs, (2) freedom from deficiencies, and (3) conform to applicable laws, policies, and technical criteria.

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QA	Quality Assurance - The oversight of the quality control processes to ensure their effectiveness in the production of quality products. The primary emphasis is the prevention of nonconforming product through the evaluation and assurance of adequate quality controls.
QAP	Quality Assurance Plan - A management plan to ensure the QCP is being implemented and followed through each phase of the design process.
QC	Quality Control - The process employed to ensure the performance of a task that meets the agreed upon requirements of the customer, appropriate laws, regulations, policies and technical criteria on schedule and within budget. QC encompasses such activities as detailed calculation and analysis checks, and cross discipline design compatibility checks.
QCP	Quality Control Plan - A management plan for executing a quality engineering product or service, on schedule and within budget. ER 1110-1-12, paragraph 6.a.(1).
QM	U.S. Army Corps of Engineers, Sacramento District, Engineering Division Quality Manual.
QMP	Quality Management Plan - A management plan that establishes the foundation of general policies and principles followed by an organization to ensure that its products conform to the customer's requirements.. The QMP defines the responsibilities and procedures for managing the quality of services and products delivered to our customers.
QMS	Quality Management System - The organizational structure, procedure, process and resources needed to implement quality management.
Resident Office	Construction-Operations field office responsible for managing project construction contracts in their area.
Records Management	A Branch of Information Management Office that is responsible for long-term deposition of project folders.
Section Chief	Leads a section as the functional resource manager with delegated authority for decisions. Section Chiefs make initial determination of project TM assignment based on proposed initial schedule and resource plan. Section Chiefs assign team members to the PT and reviews the refined detailed scope, unconstrained Work Breakdown Structure schedule and resource plan developed by the PT. The Section Chief is also responsible for quality and completion of technical products within his section.
SFO	Support for Others - Projects funded by other non-Defense agencies.
SOS	Scope of Services - Formerly known as Statement of Work or Scope of Work. SOS defines in detail the specific tasks, scope, funding and schedules for the work to be performed for each project/study/phase in PROMIS/Work Item in CEFMS.
SPD	South Pacific Division
Special Project	Any project not generating normal design flow deliverables or fitting the normal programming cycle.
SPK	South Pacific Division, Sacramento District
Subcontractor	Individuals, Vendors, Surveyors, Laboratories, Consultants, and/or Design A-E Firms contracted by ED to provide services or deliver a product.
TM	Team Member - Individual assigned to a PT by their Section/Branch Chief. Provides technical expertise and helps develop detailed scope, unconstrained Work Breakdown Structure schedule and resource plans.
Technical Compliance	Compliance with contract requirements concerning technical issues. Examples include criteria, design assumptions, guidance codes, specifications, loads, life safety, etc.
TAPES	Total Army Performance Evaluation System
UST	Underground Storage Tank
WCM	Water Control Manual - A project specific document that provides the operating criteria for each reservoir within the jurisdiction of the District. This document includes information on project history and authorization, project features, watershed characteristics, and a description of the water control plan and its effects.

GLOSSARY	
WFO	Work for Others - Department of Defense work for customers other than Army or Air Force, such as Defense Logistics Agency, Navy, Marines, Defense Commissary Agency
Workplan	The document that describes the development and management of an HTRW Investigation. It addresses assumptions, work tasks, products, and level of detail. It includes costs, budgets, schedules, and assignment of responsibilities, and safety requirements. Generally a Workplan is developed for an HTRW project by the Environmental TM with input by PM.